



**ANALYST TRAINEE  
NEW JERSEY DEPARTMENT OF THE TREASURY  
OFFICE OF PUBLIC FINANCE**

The New Jersey Department of the Treasury, Office of Public Finance oversees the issuance of debt, which is paid for by the State of New Jersey, in a manner consistent to achieve the lowest cost of capital. This office is the recognized agency for all credit considerations affecting the State of New Jersey in the capital markets. Additionally, this office has responsibility for the timely and accurate tracking and reporting of all State of New Jersey debt issuance.

The Office of Public Finance seeks an Analyst Trainee who will learn how to: assist and respond to inquiries from bondholders, trustees, credit enhancers and others in connection with outstanding bonds; provide analytical support to the Director and other staff in all aspects of the Office of Public Finance operations and activities; assist with debt-related information with other New Jersey State departments or agencies; assist with bond issuances; assist with the State's Chapter 12 Program and other related duties. After the initial training period, the incumbent will also be responsible for assisting with the effective management and administration of the [www.BuyNJBonds.gov](http://www.BuyNJBonds.gov) website, the State's retail bond investor platform. This involves developing relevant content and features as well as directing and coordinating with the New Jersey Office of Information Technology to post, update and manage the information available.

**SALARY:**

Starting salary is \$43,753.77, with an increase to \$45,731.91 after 6 months of employment and satisfactory performance. A comprehensive benefits package is offered.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree. **(ALL SUBMISSIONS MUST INCLUDE A COPY OF DEGREE AND/OR TRANSCRIPTS (OFFICIAL/UNOFFICIAL) DOCUMENTING POSSESSION OF DEGREE).** May 2020 graduates have until June 30, 2020 to submit transcripts indicating proof of degree.

**NOTE FOR FOREIGN DEGREES:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

**NOTE:** Preference will be given to applicants who possess a Bachelor's Degree in Business Administration.

**RESIDENCY REQUIREMENT:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

If you are qualified and interested in this employment opportunity, please send your cover letter, resume, transcripts (official or unofficial) and application for employment **via email only** by **March 5, 2020** to the address noted below. **All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.**

NJ Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Please use "Analyst Trainee – Public Finance" in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. To obtain an application for employment, go to: <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>.

*The State of New Jersey is an Equal Opportunity Employer*